

Enterprise Electronic Payment System (EEPS)

User Guide Manual

(Intranet)

Overview:

Intranet portion of Enterprise Electronic Payment System (EEPS) is accessible through KREW website (<http://krew.ky.gov/>).

Access to the Intranet portion of the Enterprise Electronic Payment System is maintained by The Kentucky Department of Revenue Common (KRC Common). Five roles (levels of access) have been identified:

Roles	Tasks				
	Make Payment	Search Transaction	Search Schedule	Edit Schedule	Work list
Payment Acceptor	Yes	Yes	Yes	No	No
Admin (ADM)	Yes	Yes	Yes	Yes	Yes
Work list Worker	Yes	Yes	Yes	Yes	Yes
Viewer	No	Yes	Yes	No	No
System Support (SS)	No	Yes	Yes	No	No

Roles of access should be noted on the security computer access form and Authorization to Access Department of Revenue Confidential Computer Information is available on KREW.

- **Viewer** - will be able to search for payments/ schedules and view payment/schedules details only. Will not be able to enter payments.
- **Payment Acceptor**- will be able to accept and enter payments, and will be able to change or delete those payments before they are submitted for authorization. Will also have abilities of the Viewer.
- **Work list Worker**-is able to process items appearing on the work list. Will also have abilities of Viewer and Payment Acceptor. Certain individuals in the Division of Collections and Compliance and Taxpayer Assistance have been identified as Work list Workers.

Note:

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Split transactions are not allowed. For example, a taxpayer wants to pay an outstanding bill for \$500.00 and wants to place \$250.00 on Visa and \$250.00 on E-Check. You cannot do one transaction with both payment types. However, you can process 2 different transactions, one for each payment type. The result will be two Payment ID's and Confirmation Numbers.

Taxpayers can access the Internet to submit a payment for current year Individual Income Tax. The default period end date is the current filing year end date and the system will not allow the user to change. However, sometimes taxpayers attempt to change the period and do not recognize the change did not save. If the taxpayer tells you they paid a prior year Individual Income Tax bill on the Internet, the payment should be on the Individual Income Tax data base as a "G" payment for the current year. The payment will need a journal voucher to the correct year and the tax bill adjusted to reflect the journal voucher.

DOR Admin has access to Intranet screen through KREW website. DOR Admin clicks on ePay icon, EEPS system is launched.


The screenshot displays the Kentucky Revenue Employee Website (KREW) interface. The browser window shows the URL krew.ky.gov. The website header includes the Kentucky.gov logo, navigation links for KY Agencies and KY Services, and a search bar. The main content area features a large banner with the text "Kentucky Revenue Employee Web site" and a navigation menu with links to Home, Site Map, Calendar, and Department of Revenue (Public Site). Below the banner, there is a section titled "Kentucky Revenue Employee Website" with a description: "The **Kentucky Revenue Employee Website (KREW)** is designed and constructed with you the DOR Employee in mind." A link for "Current Weather Conditions" is provided. To the right, there are links for "BINGO - KECC", "2013 Tax Interest Rate", "2013 KECC", "2013 and 2014 State Holidays", "State Office Building Emergency Procedures For Employees", "State Office Building Facility Access Form", "Legislative Research Commission (LRC)", and "DOR Organizational Chart". At the bottom, there is a section titled "Applications in Production" with five icons: TimeSheet, E-Tax, Jacada, Mixers, and UGRL.

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KECC Photos



[Employee Sick Leave Donation Request](#)




[DOR Employee Phone Listing](#)
(Updated 11/04/2013)

[Nortel IP Phone User Guide](#) (11/27/07)

[State Phone Listing](#)

[DOR Fax Numbers](#)
(Updated 04/11/2013)

<p>UMAST</p> 	<p>SSN Lookup</p> 	<p>ELF</p> <p>Modernized eFile</p>  <p>Manual</p>	<p>Interest Calculator</p> 	<p>SU Annual</p> 	<p>[PDF - 65KB]</p>
<p>Telecommunications</p> 	<p>Applications</p> 	<p>CTS</p> 	<p>E-Pay</p>  <p>Manual</p>	<p>IITRSS</p> 	
<p>FASTRIEVE A SOURCECOMP OFFERING</p> <p>Fastrieve logon</p>  <p>FileNet</p>		<p>eMARS</p> 		<p>Dept. of Revenue</p>  <p>Listing of Delinquent Debtors</p>	

[ATS](#)



Last Updated 11/4/2013

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Tabs available to the DOR Admin will depend on the level of access granted based on their role.

Tabs: ACH Payments, Credit Card payments, Work list, Search Transaction, Search Schedules

To be PCI compliant we cannot store the Credit card information. Recurring payments can be set up only as ACH payments.

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- **Recurring payments tab** is used to set up recurring payments.
- **Credit Card Payments tab** is used to set up one time Credit Card or ACH payment. Click on Credit Card Payments tab system will redirect to the internet site and screens will exactly like internet payment screen.
- **Work list tab** is used view and work on the failed transaction records. From the work list transactions can be Re-processed, Accepted or Cancelled.
- **Transactions tab** is used to search the transactions with current date or prior to that.
- **Scheduled tab** is used to search the transactions that are scheduled in the future.
- **Duplicates Tab:** Report for all the duplicate transaction.

Recurring Payments Tab:

Recurring payment (Pay Agreement) must be for the same dollar amount and the same draft day each month. To process a recurring payment, enter the demographic information and type of payment detail. Enter either case number, tax type and account number or notice number. The case number is always preferred.

- Enter payment amount
- Enter payment date
- Total number of payments
- Recurring day of the month

Note: Initial payment is included in the total number of Payments

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Kentucky.gov KY Agencies | KY Services | Search

Kentucky Department of Revenue

Recurring Payment | Credit Card Payments | Worklist | Duplicates | Transactions | Schedules | Security | Contact | Help

DOR Electronic Payment > Home

Demographics ➔

Please fill out the following information.
(Fields with * are mandatory)

First Name *
First Name is required

Middle Name

Last Name *
Last Name is required

Suffix

Business Name
(Not Required for Individual Income Tax)

Zip *
Zip is required

Address Line 1 *
Address 1 is required

Address Line 2

Address Line 3

City *
City is required

State *

Phone Number *

Extension

Email
(Required for e-mail confirmation)

[< Previous](#) [Next >](#)

Fields with the error message are required

Enter all the required fields and click here to proceed

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The screenshot displays the 'Taxpayer Information' form in the EEPS system. The form includes fields for Account Type, Payment Type, Tax Type, Tax Period, Payment Amount, Total Number Of Payments, Payment Date, Bank Name, Bank Account Number, Verify Bank Account Number, Bank Routing Number, Verify Bank Routing Number, and Bank Account Type. Several fields have error messages: 'Tax Account Type is required', 'Tax Type is required', 'Invalid Date' for Tax Period and Payment Date, 'Invalid Payment Amount (9999.99)' for Payment Amount, and 'Number of Payments is required' for Total Number Of Payments. Callouts highlight these error messages and specify that only ACH payment type is required for recurring payments. The form also features a 'Submit' button and a 'Click to pay' callout.

Account Type * Select Account Type
Tax Account Type is required

Payment Type * ACH/Electronic Check
Only ACH payment type for recurring payments

Tax Type * Select Tax Type
Tax Type is required

Tax Period * mm/dd/ccyy
Invalid Date

Payment Amount * 999,999,999.99
Invalid Payment Amount (9999.99)

Total Number Of Payments *
Number of Payments is required

Payment Date * mm/dd/ccyy
Invalid Date

Bank Name *
Bank Name is required

Bank Account Number *
Bank Account Number is required

Verify Bank Account Number *
Verify Bank Account Number is required

Bank Routing Number *
Bank Routing Number is required

Verify Bank Routing Number *
Verify Bank Routing Number is required

Bank Account Type * ☒ Checking Account ☐ Savings Account

[Previous](#) [Submit](#) [Click to pay](#)

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Kentucky.gov KY Agencies | KY Services | Search

Kentucky Department of Revenue

Recurring Payment | Credit Card Payments | Worklist | Duplicates | Transactions | Schedules | Security | Contact | Help

DOR Electronic Payment > **Payment**

Demographics | Taxpayer Information | **Payment Complete**

Payment Schedule Confirmation

Your payment has been scheduled! You will receive an email when the payment is processed. Please print a copy of this receipt for your records.

Payment Details

Payment ID: 56
Payment Date: 02/15/2014

Account Holder Details

joe ban
3456
Lexington, KY 40511

Payment Method	Number Payments	Day Of Month	Payment Amount
ACH	5	15	3935.84

Kentucky Department of Revenue
501 High Street
Frankfort, KY 40601
(502) 564-4581

[Make Another Payment](#) [Click here to start a new payment](#)

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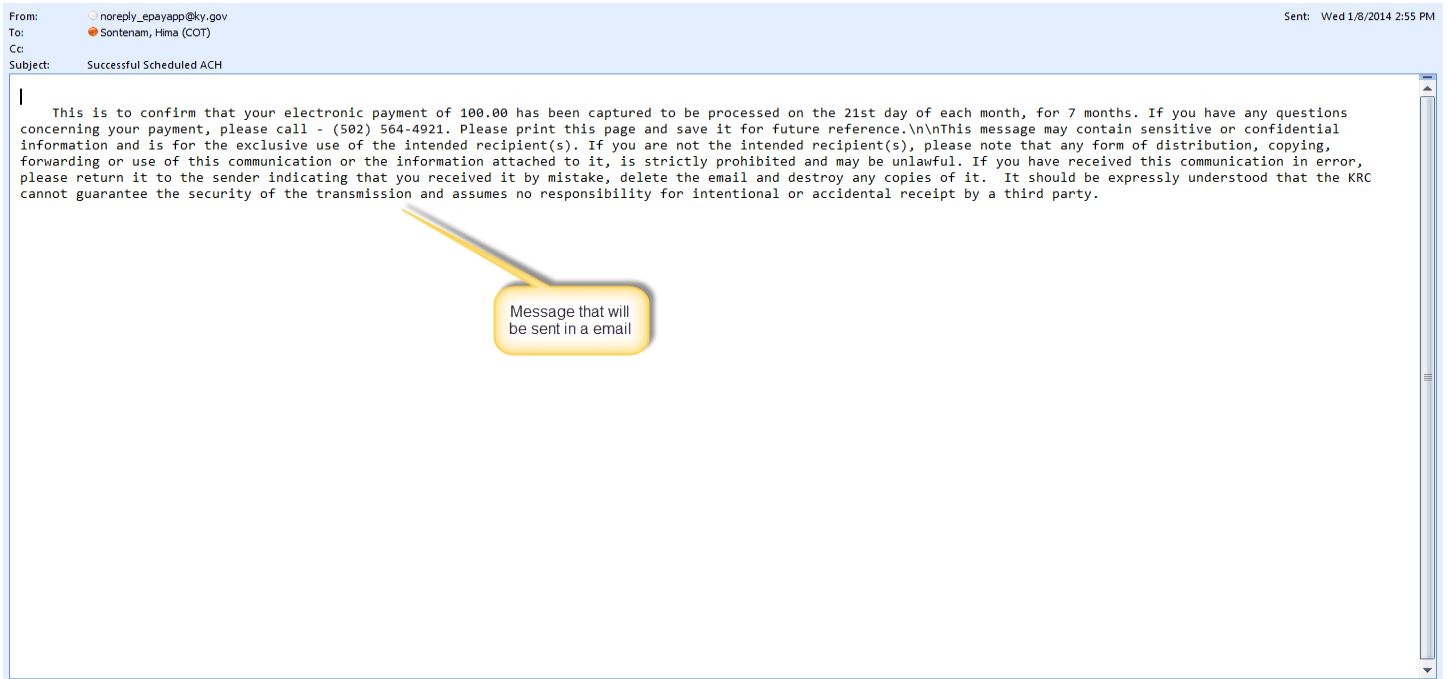
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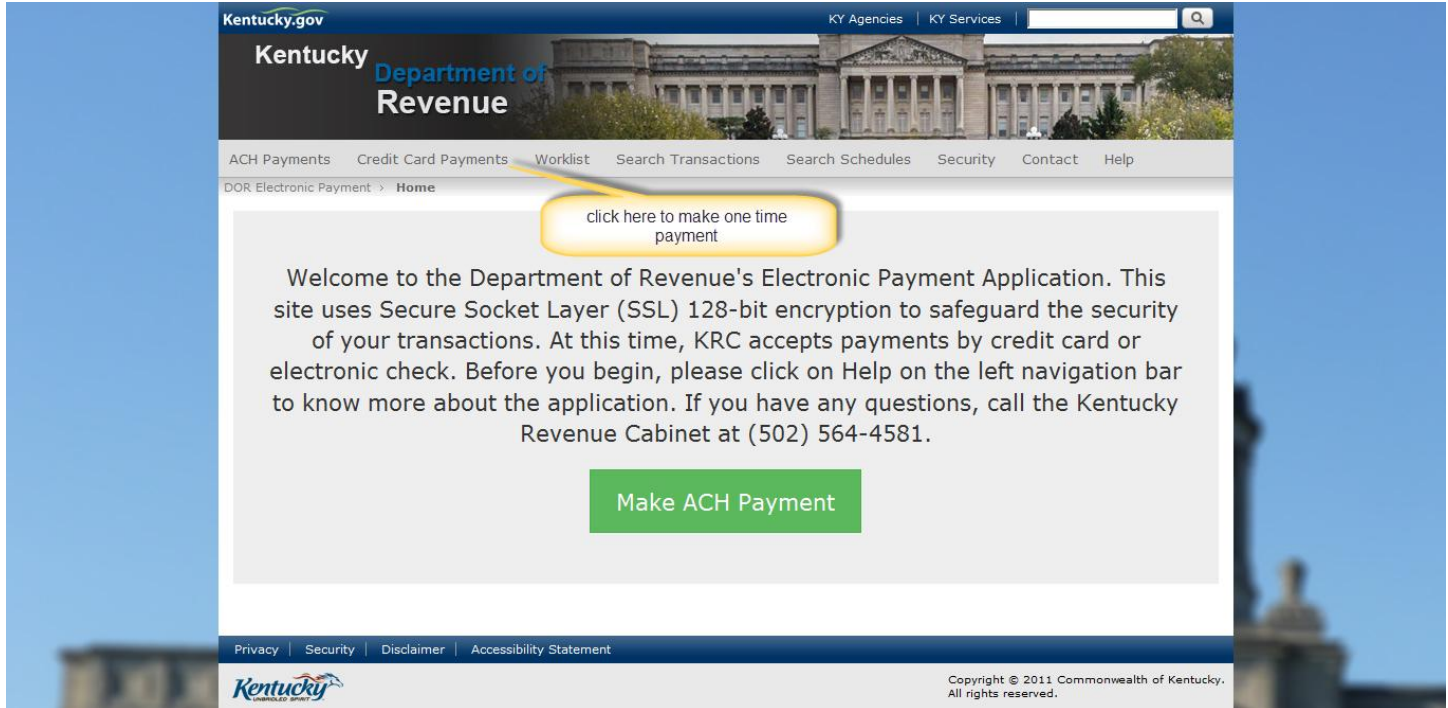


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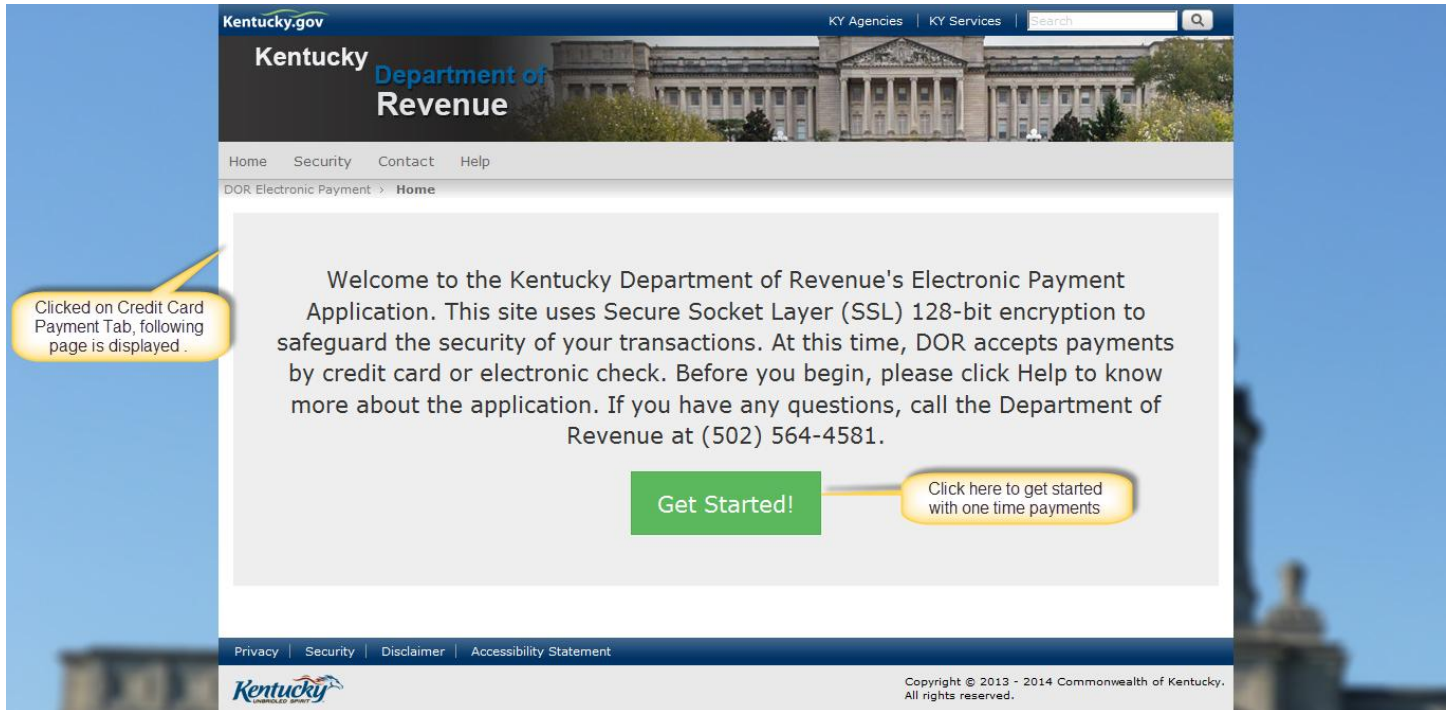
Credit Card Payments Tab:



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The screenshot shows the 'Demographics' registration page on the Kentucky Department of Revenue website. The page includes a header with the Kentucky.gov logo, navigation links (Home, Security, Contact, Help), and a search bar. The main content area is titled 'Demographics' and contains a form with various fields. A yellow callout box on the left points to the 'First Name' field, stating 'Fields with the error message are required'. Another yellow callout box on the right points to the 'Next' button, stating 'Click here to proceed'. The form fields and their associated error messages are as follows:

- First Name ***: First Name is required
- Middle Name**: (No error message)
- Last Name ***: Last Name is required
- Suffix**: (No error message)
- Business Name**: (No error message)
- Zip ***: Zip is required
- Address Line 1 ***: Address1 is required
- Address Line 2**: (No error message)
- Address Line 3**: (No error message)
- City ***: City is required
- State ***: Kentucky (dropdown menu)
- Phone Number ***: 999-999-9999
- Extension**: (No error message)
- Email**: (Required for email confirmation)

At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted in green. The footer of the page includes links for Privacy, Security, Disclaimer, and Accessibility Statement, along with the Kentucky Department of Revenue logo and copyright information: Copyright © 2013 - 2014 Commonwealth of Kentucky. All rights reserved.

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The screenshot displays the 'Taxpayer Information' form in the EEPS system. The form is titled 'Please fill out the following information. (Fields with * are mandatory)'. It includes the following fields and error messages:

- Account Type ***: A dropdown menu with the text 'Select Account Type'. Below it, the error message 'Account Type is required' is displayed. A callout bubble points to this field with the text 'select one from 107 Tax Types'.
- Payment Type ***: A dropdown menu with the text 'Select Payment Type'. Below it, the error message 'Payment Type is required' is displayed.
- Tax Type ***: A dropdown menu with the text 'Select Tax Type'. Below it, the error message 'Tax Type is required' is displayed.
- Tax Period ***: A text input field with the placeholder 'mm/dd/ccyy'. Below it, the error message 'Invalid Date' is displayed.
- Payment Amount ***: A text input field with the placeholder '999,999,999.99'. Below it, the error message 'Invalid Payment Amount (9999.99)' is displayed.

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. A callout bubble points to the 'Next' button with the text 'Click to proceed'.

The form is part of the 'DOR Electronic Payment' system, as indicated by the breadcrumb 'DOR Electronic Payment > Home'. The Kentucky Department of Revenue logo is visible in the top left corner, and the footer contains the text 'Copyright © 2013 - 2014 Commonwealth of Kentucky. All rights reserved.'

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The screenshot shows the 'Taxpayer Information' step of the EEPS payment process. The form includes fields for Account Type, Tax Account Number, Payment Type, Payment Date, Tax Type, Tax Period, and Payment Amount. A red message states: 'Credit card payments will process immediately. To schedule a future payment, use ACH.' A yellow callout bubble points to this message with the text: 'Message displayed for Credit Card payment type option'. Navigation buttons 'Previous' and 'Next' are at the bottom, with a yellow callout bubble pointing to 'Next' with the text: 'Click to proceed'.

Kentucky.gov KY Agencies KY Services Search

Kentucky Department of Revenue

Home Security Contact Help

DOR Electronic Payment > Home

Demographics Taxpayer Information

Please fill out the following information.
(Fields with * are mandatory)

Account Type * Tax Account Number

Tax Account Number * 106965926

Payment Type * Credit/Debit Card

Payment Date Credit card payments will process immediately. To schedule a future payment, use ACH.

Tax Type * 095 - Utility Gross Receipts License Tax

Tax Period * 01/31/2013

Payment Amount * 4904.62

Previous Next Click to proceed

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Summary

Hide Details

123456789	\$100.00
Item Price: \$100.00	
Quantity: 1	
Sub Total	\$100.00
Portal Administration Fee	\$2.75
Total	\$102.75

Card Details

Accepted Card Types:    

Card Number Show

Please provide Card Number.

No spaces or dashes, please.

Security Code Show [Help](#)

Please provide Security Code.

Expiration Date /

Cardholder Details

Name

Name is required.

Country

Address Line 1

Please provide Address Line 1.

Address Line 2

City

Please provide City.

State

Zip Code

Please provide Zip Code.

Next

[Cancel and return to ePAY Application](#)
[Log in with Kentucky.gov more payment options!](#)

All the highlighted fields are required to proceed with payment

Note: If the bad (incorrect) credit card or the bank account number is entered it will error out and will not let you proceed.

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Summary		Hide Details
123456789	\$100.00	
Item Price: \$100.00 Quantity: 1		
Sub Total	\$100.00	
Portal Administration Fee	\$2.75	
Total	\$102.75	

Card Details

Select Card Type Discover

Card Number *****0066

Expiration Date 12/2015

[Edit](#)

Taxpayer can edit the payment information

Cardholder Details

jhon
ways 1705 loss road
elf town, KY 40151 United States

[Edit](#)

Taxpayer reviews the payment information and clicks on pay now

 Pay Now

[Cancel and return to ePAY Application](#)

[Log in with Kentucky.gov more payment options!](#)

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We notice that you are not logged in as Kentucky.gov user. If you choose to Skip this step, you will not be able to view your payment receipt after leaving this application.

Login

Create Account

Skip

Skip to continue with the payment

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Thank you for your payment!

[Print Receipt](#)[Email Receipt](#)

Your transaction has been submitted! Please print or e-mail a copy of this receipt for your records.

Confirmation Number: 4192149

Save the confirmation number for the future reference

click and enter email address to get the email receipt

Payment Made: Sunday, January 05, 2014 1:58:22 AM (Sunday, January 05, 2014 6:58:22 AM Utc)

Account Holder Details

jhon
ways 1705 loss road
elf town, KY 40151

Cart Items

Description	Price	Quantity	Extended Total
123456789	\$100.00	1	\$100.00

Summary

Payment Method	Discover ending with 0066
Sub Total	\$100.00
Portal Administration Fee	\$2.75
Total	\$102.75

Kentucky Department of Revenue
501 High Street
Frankfort, KY 40601

[Finish](#)

Click on finish to complete the payment

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The screenshot shows a web interface for the Enterprise Electronic Payment System (EEPS). The main heading is "Thank you for your payment!". Below this, there is a confirmation message: "Your transaction has been successfully processed." and a "Confirmation Number" field. The "Payment Made" date is "Sunday, Jan 12, 2020". The "Account Holder" information is "John Doe, 1705 loss road, elf town, KY 40151". The "Cart Items" table shows one item with a price of \$100.00 and a quantity of 1, totaling \$100.00. An "Email Receipt" modal is open, prompting the user to enter an email address to receive a copy of the receipt. The modal includes a "Send Email" button and a "Cancel" button. Two callouts are present: one pointing to the "Email Address" input field with the text "Enter Email address to get receipt", and another pointing to the "Send Email" button with the text "Click send email".

Thank you for your payment!

Your transaction has been successfully processed.

Confirmation Number

Payment Made: Sunday, Jan 12, 2020

Account Holder

John Doe
1705 loss road
elf town, KY 40151

Cart Items

Description	Price	Quantity	Extended Total
123456789	\$100.00	1	\$100.00

Email Receipt

Please enter your email address to receive a copy of your receipt via email.

Email Address

Please provide an Email Address.

Send Email Cancel

Note: Email address should be provided here to get the email receipt.

Enterprise Electronic Payment System (EEPS)

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(Intranet)

The screenshot shows the Kentucky Department of Revenue's Enterprise Electronic Payment System (EEPS) interface. At the top, the header includes the Kentucky.gov logo, navigation links for KY Agencies and KY Services, and a search bar. Below the header is a banner image of the Kentucky State Capitol building with the text "Kentucky Department of Revenue". A secondary navigation bar contains links for Home, Security, Contact, and Help. The main content area shows the breadcrumb "DOR Electronic Payment > Payment" and three tabs: Demographics, Taxpayer Information, and Payment Complete. The Payment Complete tab is active, displaying a thank-you message: "Thank you for your payment! If you have any questions, please contact the Department of Revenue at (502) 564-4581". Below this message is a green button labeled "Make Another Payment". A yellow callout bubble points to this button with the text "Click on it to make another payment". The footer contains links for Privacy, Security, Disclaimer, and Accessibility Statement, along with the Kentucky logo and copyright information: "Copyright © 2011 Commonwealth of Kentucky. All rights reserved."

Kentucky.gov KY Agencies KY Services

Kentucky Department of Revenue

Home Security Contact Help

DOR Electronic Payment > Payment

Demographics Taxpayer Information Payment Complete

Thank you for your payment! If you have any questions, please contact the Department of Revenue at (502) 564-4581

Make Another Payment

Click on it to make another payment

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Kentucky UNBROKEN SPIRIT

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Note: Payment type is selected ACH then following page is displayed.

The screenshot shows the 'Taxpayer Information' tab of the EEPS payment form. The form is titled 'Please fill out the following information. (Fields with * are mandatory)'. It contains the following fields and options:

- Account Type ***: A dropdown menu with 'Tax Account Number' selected.
- Tax Account Number ***: A text input field containing '104842195'.
- Payment Type ***: A dropdown menu with 'ACH/Electronic Check' selected.
- Payment Date**: A text input field with a placeholder 'mm/dd/ccyy'.
- Tax Type ***: A dropdown menu with 'Select Tax Type' selected.
- Tax Period ***: A text input field with a placeholder 'mm/dd/ccyy'.
- Payment Amount ***: A text input field containing '999,999,999.99'.
- Bank Name ***: A text input field.
- Bank Account Number ***: A text input field.
- Verify Bank Account Number ***: A text input field.
- Bank Routing Number ***: A text input field.
- Verify Bank Routing Number ***: A text input field.
- Bank Account Type ***: Two radio buttons, 'Checking Account' (selected) and 'Savings Account'.

At the bottom of the form, there are three buttons: 'Previous' (with a left arrow), 'Finish' (in green), and 'Click to pay' (in yellow with a cursor icon pointing to it). The footer of the page includes the Kentucky Department of Revenue logo, a copyright notice for 2013-2014, and links for Privacy, Security, Disclaimer, and Accessibility Statement.

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Kentucky.gov KY Agencies | KY Services | Search

Kentucky Department of Revenue

Home Security Contact Help

DOR Electronic Payment > **Payment**

Demographics Taxpayer Information **Payment Complete**

Payment Schedule Confirmation

Your payment has been scheduled! You will receive an email when the payment is processed. Please print a copy of this receipt for your records.

Payment Details

Payment ID: 58
Payment Date: 09/13/2014

Account Holder Details

by by
342
Lexington, KY 40511

Payment Method	Payment Amount
ACH	200.00

Kentucky Department of Revenue
501 High Street
Frankfort, KY 40601
(502) 564-4581

[Make Another Payment](#) [Click for a new payment](#)

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Transactions Tab:

All transactions with current or prior dates are found here. The Search button enables you to locate payments made on the current date and any payments made prior to that.

The search type also allows for various selections:

- Validating Number
- Name
- Confirmation Number
- Transaction Date
- Tax ID Number
- Case Number
- Notice Number

Search Transactions only allows you to view the record and can't make any changes to it.

Payment action (make new payment) will be available based on the role. Changes can be made from the search transaction screen.

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The screenshot shows the 'Search Transactions' page on the Kentucky Department of Revenue website. The page includes a search bar with a dropdown menu for 'Search By' and a 'Search' button. A list of search parameters is displayed, with a callout 'Select the parameter' pointing to the dropdown. Below the search bar, there is a section for 'Name' with a dropdown and a text input field containing 'amy'. A callout 'Selected parameter displayed' points to the 'Name' dropdown, and another callout 'Enter the value' points to the text input field. The search results are displayed in a table with columns: First Name, Last Name, ID, Val Num, Type, Amt, Status, and a 'View' button. A callout 'Click to filter' points to the 'First Name' column header, and another callout 'Enter the value' points to the 'Last Name' column header. A callout 'Click to view details of the transactions' points to the 'View' button in the first row of the table. The table contains 6 items, and a pagination bar at the bottom shows '1 - 6 of 6 items'.

Search Transactions

Search By:

- Payment Id
- Transaction Date
- Validation Number
- KI Transaction Id
- Confirmation Number
- Name
- Business Name
- Case Number
- Notice Number
- Tax Account Number

Name

First Name	Last Name	ID	Val Num	Type	Amt	Status	
amy	amy	9	009800235		10	Applied	<input type="button" value="View"/>
AMY	AMY	9		095	1113	Reconciled	<input type="button" value="View"/>
AMY	AMY	1		005	175	Reconciled	<input type="button" value="View"/>
amy	amy	2		005	175	Reconciled	<input type="button" value="View"/>
amy	amy	6	009800226	005	175	Applied	<input type="button" value="View"/>
amy	amy	2	009800228	005	175	Applied	<input type="button" value="View"/>

1 - 6 of 6 items

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The screenshot shows the 'Transaction Item' form in the EEPS system. The form has three tabs: 'Transaction Details', 'Demographic Information', and 'Tax Payer Information'. The 'Transaction Details' tab is active. The form contains the following fields:

- Date:** 1/17/2014
- Error:** (Empty text box)
- Validating Number:** 009800235
- KI Trans Id:** 25518
- Confirmation Number:** 4253896
- Payment Id:** 35
- KI Cart Id:** f64a8dae-d87a-4264-a693-b8d90dbca9b0
- Payment Action:** [Make New Payment](#)

Callouts provide additional information:

- Click on the tabs to view the information
- Number assigned by mainframe jobs when transaction is processed
- Confirmation Number can be used to search transactions in TPE
- KI Cart Id can be used to search transactions in TPE

The form also includes a 'Close' button and a footer with the Kentucky.gov logo and copyright information.

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The screenshot displays the EEPS User Guide Manual interface. A modal window titled "Transaction Item" is open, showing a form for entering transaction details. The form is divided into three tabs: "Transaction Details", "Demographic Information", and "Tax Payer Information". The "Demographic Information" tab is currently selected. The form contains the following fields:

- First Name ***: amy
- Middle Name**: (empty)
- Last Name ***: sisk
- Suffix**: (empty)
- Business Name**: (empty)
- Zip ***: 40601
- Address Line 1 ***: 1008 maverick tr
- Address Line 2**: (empty)
- Address Line 3**: (empty)
- City ***: frankfort
- State ***: Kentucky (dropdown menu)
- Phone Number ***: 502-695-3906
- Extension**: (empty)
- Email**: amy.sisk@ky.gov

The background shows the Kentucky.gov website with a search bar and a list of agencies.

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The screenshot displays the 'Transaction Item' form within the EEPS system. The form is divided into three tabs: 'Transaction Details', 'Demographic Information', and 'Tax Payer Information'. The 'Tax Payer Information' tab is currently selected. The form contains the following fields:

- Account Type ***: A dropdown menu with 'Case Number' selected.
- Case Number ***: A text input field containing '000300149'.
- Payment Type ***: A dropdown menu with 'ACH/Electronic Check' selected.
- Tax Type ***: A dropdown menu with 'Select Tax Type' selected.
- Tax Period ***: A text input field containing '1/1/2099'.
- Payment Amount ***: A text input field containing '10.00'.
- Bank Name ***: A text input field containing 'test'.
- Bank Account Number ***: A text input field containing '24413815'.
- Bank Routing Number ***: A text input field containing '490000018'.
- Bank Account Type ***: Two radio buttons, 'Checking Account' (selected) and 'Savings Account'.

The form also includes a 'Close' button at the bottom right. The background shows a list of transactions with columns for Name, First Name, and Last Name, and a 'View' button for each item.

Schedules Tab:

All transactions with future dates are found here. Only future payments or future recurring payments can be maintained or edited here.

This screen will provide a multiple search option:

- Payment Identifier
- Case Number
- Notice Number
- Account Number
- Name
- Effective Date

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User Guide Manual

(Intranet)

The screenshot displays the 'Search Schedules' page of the Kentucky Department of Revenue's EEPS. The page header includes the Kentucky.gov logo, navigation links for KY Agencies and KY Services, and a search bar. The main navigation menu lists various payment and transaction options. The 'Search Schedules' section features a 'Search By' dropdown menu with options: Payment Id, Name, Business Name, Case Number, Notice Number, and Tax Account Number. A callout bubble points to this menu with the text 'Select the parameter to search the schedule'. Below the menu is a text input field labeled 'Enter Value' and a green 'Search' button. The search results are displayed in a table with columns: First Name, Last Name, Business Name, and Account Number. The table contains three rows of results, each with a 'Details' button. A callout bubble points to the 'Details' button with the text 'Click to view'. The page footer includes links for Privacy, Security, Disclaimer, and Accessibility Statement, and a copyright notice for 2013-2014.

Search Schedules

Search By:

- Payment Id
- Name
- Business Name
- Case Number
- Notice Number
- Tax Account Number

Select the parameter to search the schedule

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Search Schedules

Name:

Enter the value

First Name	Last Name	Business Name	Account Number	
amy	sisk		000050812	<input type="button" value="Details"/>
AMY	sisk		000011261	<input type="button" value="Details"/>
amy	sisk		000405384	<input type="button" value="Details"/>

Click to view

1 - 3 of 3 items

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Enterprise Electronic Payment System (EEPS)

User Guide Manual

(Intranet)

Kentucky.gov KY Agencies | KY Services | Search

Kentucky Department of Revenue

Recurring Payment | Credit Card Payments | Worklist | Duplicates | Transactions | Schedules | Security | Contact | Help

DOR Electronic Payment > **Scheduled Details**

Scheduled Details | Tax Payer Information | [Transaction History](#)

Details of the schedule

Click to view the details of the transaction

First Name * amy

Middle Name

Last Name * sisk

Suffix

Business Name

(Not Required for Individual Income Tax)

Zip * 40601

Address Line 1 * 155 northwood rd

Address Line 2

Address Line 3

City * frankfort

State * Kentucky

Phone Number * 859-296-5000

Extension

Email amy.sisk@ky.gov

(Required for e-mail confirmation)

Account Type * Tax Account Number

Tax Account Number * 000050812

Payment Type * Select Payment Type

Tax Type * 005 - Corporation Income Tax

Tax Period * 12/31/2013

Payment Amount * 175.00

Total Number Of Payments * 1

Payment Date * 2/17/2014

Bank Name * TEST

Bank Account Number * 24413814

Verify Bank Account Number * 24413814

Bank Routing Number * 490000018

Verify Bank Routing Number * 490000018

Enterprise Electronic Payment System (EEPS)

User Guide Manual

(Intranet)

The screenshot displays the Kentucky Department of Revenue's Enterprise Electronic Payment System (EEPS) interface. The header includes the Kentucky.gov logo, navigation links for KY Agencies and KY Services, and a search bar. The main navigation menu lists options such as Recurring Payment, Credit Card Payments, Worklist, Duplicates, Transactions, Schedules, Security, Contact, and Help. The breadcrumb trail shows 'DOR Electronic Payment > Scheduled Details'. The 'Scheduled Details' section features tabs for 'Tax Payer Information' and 'Transaction History'. A table lists transaction details with columns for Trans Amount, Trans Date, Status, Tax Type, and Acct Number. A single transaction is shown with a value of 175.00, dated 1/17/2014, and status 'Reconciled'. A 'Transaction Details' button is visible next to the transaction. A yellow callout box points to this button with the text 'Click to view the details'. The footer contains links for Privacy, Security, Disclaimer, and Accessibility Statement, along with the Kentucky Department of Revenue logo and copyright information for 2013-2014.

Kentucky.gov KY Agencies KY Services Search

Kentucky Department of Revenue

Recurring Payment Credit Card Payments Worklist Duplicates Transactions Schedules Security Contact Help

DOR Electronic Payment > Scheduled Details

Scheduled Details Tax Payer Information Transaction History

Trans Amount	Trans Date	Status	Tax Type	Acct Number
175.00	1/17/2014	Reconciled	005	000050812

Transaction Details

1 - 1 of 1 items

Click to view the details

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Kentucky Department of Revenue

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Enterprise Electronic Payment System (EEPS)

User Guide Manual

(Intranet)

The screenshot displays the EEPS User Guide Manual interface. At the top, the header includes the Kentucky.gov logo, navigation links for KY Agencies and KY Services, a search bar, and a Help link. The main content area is divided into two sections: a 'Transaction Item' modal window and a background form.

Transaction Item Modal Window:

- Transaction Details:** Includes tabs for Demographic Information and Tax Payer Information.
- Date:** 1/17/2014
- Error:** A text input field for error messages.
- Validating Number:** A section for validating the transaction.
- KI Trans Id:** 25522
- Confirmation Number:** 4253938
- Payment Id:** 13
- KI Cart Id:** 46a47438-486d-429d-8916-a9ee0cfd6ed
- Payment Action:** [Make New Payment](#)
- Close:** A button to close the modal.

Background Form:

- Address Line 3:** A text input field.
- City *:** frankfort
- State *:** Kentucky
- Phone Number *:** 859-296-5000
- Extension:** A text input field.
- Email:** amy.sisk@ky.gov
- (Required for e-mail confirmation)**
- Account Type *:** Tax Account Number
- Tax Account Number *:** 000050812
- Payment Type *:** Select Payment Type
- Tax Type *:** 005 - Corporation Income Tax
- Tax Period *:** 12/31/2013
- Payment Amount *:** 175.00
- Total Number Of Payments *:** 1
- Payment Date *:** 2/17/2014
- Bank Name *:** TEST
- Bank Account Number *:** 24413814
- Verify Bank Account Number *:** 24413814
- Bank Routing Number *:** 490000018
- Verify Bank Routing Number *:** 490000018

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WORKLIST Tab:

The Work List is worked by designated employees. The work list tab will not be available for all the other employees. Transactions that show an Error “E” status under the Search key are on the work list. The transactions will be Re- Submitted or Cancelled depending on the status of the transaction in TPE (Transaction Processing Engine). The TPE is the link between Revenue’s EEPS system and the banks and credit card companies.

Kentucky.gov KY Agencies KY Services Search

Kentucky Department of Revenue

Recurring Payment Credit Card Payments Worklist Duplicates Transactions Schedules Security Contact Help

DOR Electronic Payment > Worklist

Account No	Name	Type	Date	
103385608	Laura Yagel	Failed ACH	01/17/2014	View
000202447	Loan Chung	Failed ACH	01/17/2014	View
000201569	Loan Chung	Failed ACH	01/17/2014	View
103385614	fly now	Failed ACH	01/17/2014	View
123123123	Stephen Mitchell Abney	Failed ACH	01/17/2014	View
123123123	Stephen Mitchell Abney	Failed ACH	01/17/2014	View
123123123	Stephen Mitchell Abney	Failed ACH	01/17/2014	View
123132123	Stephen Mitchell Abney	Failed ACH	01/17/2014	View

1 - 9 of 9 items

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Click on View button to see below screen

Enterprise Electronic Payment System (EEPS)

User Guide Manual

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The screenshot displays the 'Worklist Item' modal window in the EEPS system. The modal contains the following fields and options:

Field	Value
Name	Laura Yagel
Worklist Type	Failed ACH
Date	1/17/2014 1:32:52 PM
Error	Failure
KI Trans Id	25525
KI Cart Id	5cf636a1-58f4-4e89-938f-b313e92f77b3
Payment Id	7
Payment Action	View Schedule
Worklist Action	Select Action

Additional elements in the modal include a 'Reason' button, a 'Save' button, and a 'Close' button. A callout box for the 'Worklist Action' dropdown lists the following options: Resubmit, Approved, and Cancel. Another callout box for the 'Payment Action' button lists the option: Action when schedule failed.

Enterprise Electronic Payment System (EEPS)

User Guide Manual

(Intranet)

The screenshot displays the 'Worklist Item' modal window within the Kentucky.gov EEPS interface. The modal contains the following fields and options:

Field	Value
Name	fly now
Worklist Type	Failed ACH
Date	1/17/2014 12:51:30 PM
Error	InvalidFormValidation
KI Trans Id	0
KI Cart Id	5ad58cbd-43a6-4e0c-b0b3-8b6e2ba38bd2
Payment Id	30
Payment Action	Make New Payment
Worklist Action	Select Action

Below the 'Worklist Action' dropdown is a 'Save' button. A yellow callout bubble points to the 'Make New Payment' link with the text: 'Action when one time transaction failed'. The modal also includes a 'Close' button in the bottom right corner. The background shows a list of account numbers and a pagination bar indicating '1 - 9 of 9 items'.

Note: Work list Item Payment Action will have the “View Schedule” when the scheduled transactions failed.

Click on the View Schedule to see the schedule transactions details. Can make changes to the schedule and re-submit.

Enterprise Electronic Payment System (EEPS)

User Guide Manual

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Worklist Item

Name	Stephen Mitchell Abney
Worklist Type	Failed ACH
Date	1/3/2014 2:08:40 PM
Error	
KI Trans Id	24183
KI Cart Id	f163be32-b52a-4006-aa55-3af7bd0d78f3
Payment Id	5
Payment Action	View Schedule
Worklist Action	Select Action

explains what kind of error it is

Payment action will have view schedule if the schedule has failed

Save

Close

Note: Work List Item Payment Action will have Make New payment Option when single time payment failed.

Click on Make New payment to submit a new payment transaction. Failed transaction can be cancelled.

Transaction Status:

Once you have successfully entered the information on the Search Transaction screen have detailed information along with the status of that particular transaction. The definition for each **Transaction Status** follows:

RECONCILED “R”- Approved transactions are reconciled after verifying if the funds available.

ERROR “E”- Transaction in an error status; i.e., was not submitted.

APPLIED “L”- Transactions approved and reconciled AND the payments have been posted to the bills and /or returns.

SUBMIT “S”- Recurring payments or future payments that are ready to be submitted.

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ACCEPT “A” -Transaction that are completed and was not submitted. When accepted on the work list are applied

CANCEL “C” – Transactions that have been cancelled on the work list will show as C in the search result.

Duplicates Tab: Generates report for duplicate transactions, this report can be generated anytime and as many times as needed.

Kentucky.gov KY Agencies | KY Services | Search

Kentucky Department of Revenue

Recurring Payment | Credit Card Payments | Worklist | **Duplicates** | Transactions | Schedules | Security | Contact | Help

DOR Electronic Payment > **Duplicates**

1/17/2014 Search

Enter date to generate a report for the duplicates

Name	ID	Amt	Payment Id	Conf Num	
Shane Kruse	105667882	50.08	2	4253436	View
Shane Kruse	105667882	50.08	3	4253437	View

Click to view the details

1 - 2 of 2 items

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Kentucky UNBROKEN BOND

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Enterprise Electronic Payment System (EEPS)

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The screenshot displays the EEPS interface with a modal window titled "Transaction Item". The modal has three tabs: "Transaction Details", "Demographic Information", and "Tax Payer Information". The "Transaction Details" tab is active, showing the following fields:

Date	1/17/2014
Error	<input type="text"/>
Validating Number	009800224
KI Trans Id	25499
Confirmation Number	4253436
Payment Id	2
KI Cart Id	103f82c4-b07f-41e2-bb25-7e35eac20674
Payment Action	Make New Payment

At the bottom right of the modal is a "Close" button. The background shows the EEPS interface with a search bar, navigation links, and a list of transactions.

Enterprise Electronic Payment System (EEPS)

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REPORTS:

The Report is worked by designated employees and provides information about the transactions.

E-Pay Error Report

This report is distributed daily by e-mail and includes electronic payments that will create an overpayment when applied. Our designated worker informs DOR Production Support by e-mail how to apply the payment. If the case is paid in full, any future payments are deleted. If there is an overpayment more than \$25.00 the case will be sent for a refund.

Penultimate E-Payments Report

This report is also distributed daily by e-mail after the next to last payment has been deducted. This will only apply to recurring payments. If there will still be a balance or if the case will be paid in full after the last payment is applied, a note is recorded in the case history text. If the last payment will overpay the case, changes are made to the final payment in Maintain Payment to reflect the balance due.